



Managed Property Inspector

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To inspect all housing program units for compliance with housing quality standards; to issue notices to property owners/managers of non-compliance with regards to housing quality standards; and to perform related technical duties and responsibilities.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Maintenance Manager.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Inspect all units to be assisted under the housing program for compliance with the housing quality standards.
2. Inspect rental units for overcrowding, electrical and fire hazards; ensure the unit is decent, safe, and sanitary.
3. Conduct residential Move-In and Move-out inspections for the units we manage.
4. Inspect rental units for infestations.
5. Ability to conduct training programs for residents regarding pest infestations and other pertinent housing standards.
6. Ability to cover for the GFHA Housing Inspector for Housing Quality Standards Inspections (HQS) and HUD's Uniform Physical Condition Standards (UPCS) and Uniform Physical Inspection Protocol.
7. Issue notices to property owner/managers of non-compliance with housing quality standards.
8. Conduct follow-up or re-inspections of units as necessary; determine that proper corrective measures have been taken.
9. Ability to work with Property and Leasing Managers and Management in the development of Inspection protocols for lease violations.
10. Issue compliance letters upon completion of necessary correction.



11. Meet with owners, participants, and other interested parties to explain and interpret housing quality standards requirements, make recommendations as required to comply with HQS policy; and negotiate compliance dates with property owner/managers.
12. Receive and respond to complaints from other agencies, owners, and participants as to condition of housing rental units.
13. Perform Preventive Maintenance Inspections (PMI's) on rental units owned and/or managed by the Housing Authority.
14. Ability to inspect rental units prior to a Management and Occupancy Review in preparation of the third party inspector.
15. Participate in any reviews completed by Monitoring Agencies for the property to meet Decent, Safe and Sanitary requirements.
16. Ability to use/learn the Mobile Inspection software provided through Yardi.

QUALIFICATIONS (Knowledge, Skills and Abilities)

Knowledge: Federal housing program regulations; Modern and complex principles and practices of lease and rental agreements; Principles of municipal budget preparation and control.

Skills: Communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities; Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Abilities: Negotiate disputes and differences with owners, tenants, contractors and the general public; Interpret and explain Grand Forks Housing Authority policies and procedures; Interact with people of varying social, economic and ethnic background; Prepare clear and concise reports; Operate and use a computer.

Experience and Training Guidelines

Any combination of Experience and Training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience in affordable housing or a related field.



License or Certificate

Possession of or ability to obtain Housing Quality Standard Certification (HQS) and Uniform Physical Condition Standards Certification (UPCS)
Possession of or ability to obtain, within 10 days, valid Driver's License

WORKING CONDITIONS

Environmental Conditions:

Office and field environment; travel from site to site; work with computers; exposure to inclement weather conditions; transmittable diseases.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting, standing and walking for prolonged periods of time.

Salary Range: 35

Starting Wage: \$17.71-\$19.92 based on experience

Letters of Interest and Resumes will be accepted through December 13, 2018.

Please send to gfhajobs@thegfha.org